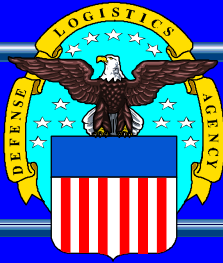




DCMC Planning/Budgeting Workshop  
Boston, MA

# ***DCMC's FY98 Performance Plan and PLAS***





# Sharpen Reporting Skills

## *DCMC's 7 Reporting Guidelines:*

*Charge to the direct process you are supporting*  
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*Charge to the direct process you are supporting*

*. . . And, use applicable Program Codes*





# Sharpen Reporting Skills

What PLAS Codes  
Do YOU Charge to?



## ***PLAS Reporting “Rules of Thumb”***

### ***Rule #1 - Charge to the Specific Process***

*i.e., which One-Book Chapter provides guidance on this subject?*

### ***Rule #2 - Beware of “Blanket” Charging;***

*i.e., all “typing” is not the same.*

### ***Rule #3 - DO NOT Charge by Job Series;***

*i.e., GS-1910’s do not have to charge to “QA” processes.*

### ***Rule #4 - Look to Charge “Alpha” Codes First,***

*Then to “Base” Code Number; i.e., Try to Charge to 81A, B, C, D, or E first, then to the base process 081.*





# How PLAS “Fits” In For FY98

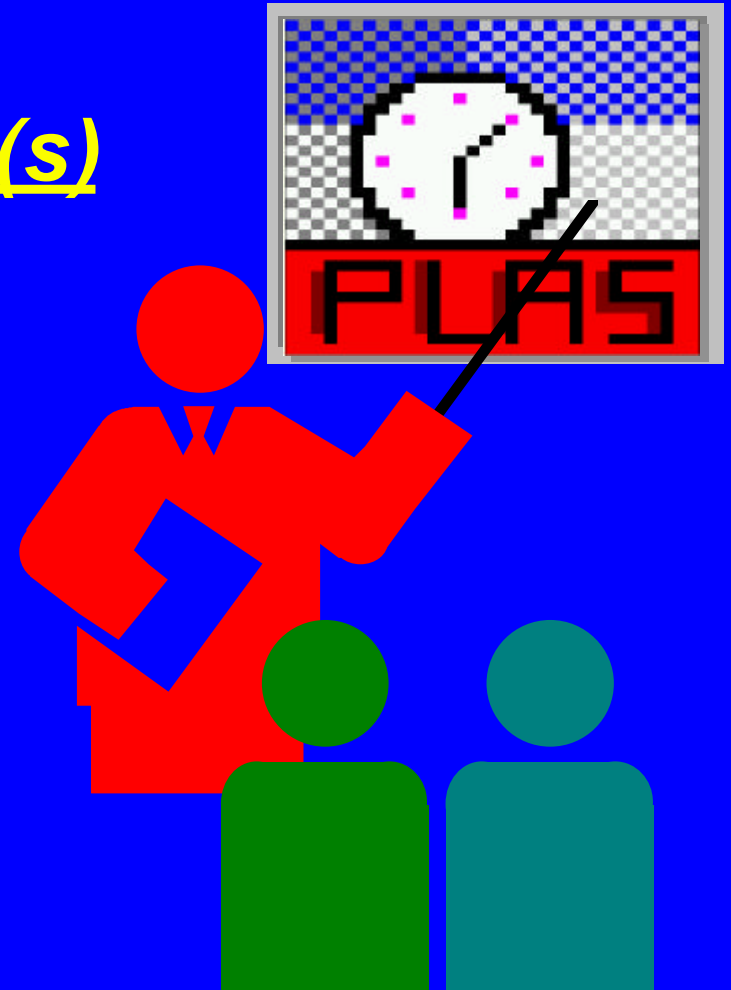
## Two Ways:

### PLAS - The Initiative(s)

- Three in All

### PLAS - The Tool

- Program Code Reporting
- PLAS “User Palette”





# PLAS Initiatives - FY98

## 5.30 Task: Defense Contract Administration Reimbursable Reporting System (DCARRS) / Performance Labor Accounting System (PLAS). *Complete deployment.*

OPR AQAC

OCR DQMDs / CAOs

Task Code: I

Performance Improvement Criteria: 4.1

PLAS Process/Program Codes: 212/N530

One Book Process Units: N/A

Target Completion Date: April 1998

Metrics Reference/Performance

Indicator: Key Project Milestones

Strategy: TBD

DCMC PLAS Program Management Center





# PLAS Initiatives - FY98

## 5.11 Task: Implement the DoD Civilian Personnel System (DCPS) ensuring the necessary interfaces to PLAS.

CFR AQBA/AQAC (in support of CAFO initiative)

CCR DCM and CAO certifying supervisors and timekeepers and District Administration and Information Directorates

Task Code: PL

Performance Improvement Criteria

**Possibly Sooner!**

PLAS Process/Program Codes: 212/N511

One Book Process Units: Payroll Account

Target Completion Dates: January 1998 - People selected for training

March 1998 - People trained

DLA PLAS Program Management Center Performance Indicator: Key Project Milestones





# PLAS Linkage with T&A Process

## *Additional Short Run Initiative Aimed at Improving Unit Cost Reporting Accuracy*

### *“Quick Look” SCR in Process*

#### **Concept:**

*Employee Enters Data in PLAS  
Electronic Entry of Timecard Data  
Routine Maintenance in TALES  
Supervisory Certification in TALES*

*Long Run - Link to Future Payroll & Cost Systems  
... Per Performance Plan Tasking*





# PLAS Initiatives - FY98

**5.20 Task: Achieve complete PLAS reporting at each CAO to supply labor costs for Unit Cost Management development. Each District and DCMC HQ should ensure that their staffs and their *CAOs maintain PLAS "Usage Rate" of 100%.***

OPR: AQBF/PLAS Program Management Center

OCR: DCMC HQ/DCMDs/CAOs

Task Code: PI

Performance Improvement Criteria: 4.1, 4.2, 4.3

PLAS Process/Program Codes: **212/NP037**

Target Completion Date: **September 30, 1988**

Metrics Reference/Performance Indicator: N/A (measure calculated manually)

Strategy: N/A

Planned Funding:







## ***Task 5.2 - Complete PLAS Reporting***

### ***Definition of FY98 usage rate:***

**Percentage of paid hours** accounted for in PLAS during pay period.

**Source** - Manual calculation of PLAS vs. paid hours.

**When counted** - All pay periods ending in the previous month.

**Who counts** - PLAS Administrators for each CAO, District & DCMC

### ***Where are we today??***

**District West: 90%**

**District East: 89%**

(North 85% / South 98%)

**February, 1997 DBMS Data; PLAS measured at District Server**





# Performance Plan Program Codes

## Task Scorecard:

*HQ DCMC & FOAs*

*District HQs Only*

*CAO Level Reporters*

**Total  
Tasks**

**17**

**11**

**83\***

**Total: 111**

*Process*

*Investment Improvement Maintenance*

16

0

1

7

3

1

37

41

5

**60**

**44**

**7**

*\*Includes 5 Tasks with limited applicability*



## General FY98 Reporting Guideline:

If **UNSURE** whether you should report work effort to a listed Investment, Process Improvement or Maintenance Task - -

**... You Most Likely Should Not!**



# PLAS “Palette” Feature

**Permits Employees to Personalize Pull-Down Listings For:**

- *PLAS Processes*
- *All Program Codes*
- *Reimbursable DCN's*

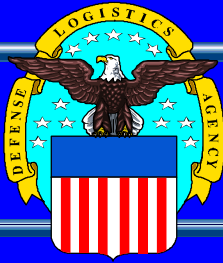
*And,*

*Make changes at any time  
Still access the entire listing*



***... Mitigates Proliferation of Program Codes for Employees***





# PLAS 8.01 User Palette

**New Menu  
Option!**

**"User Setup"**

## Performance Labor Accounting System

Timecard Entry

Report Generation

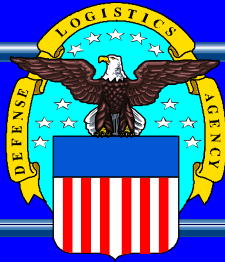
Password Change

User Setup

Maintenance

Exit





# Adding Process Codes to User Palette

*... Will Be Deployed During Third Quarter*

Select Palette to Modify:  ☒ Enabled

Available Choices

221T	Formulate/Execute Budget - Travel	↑
222	Time and Attendance	
222T	Time and Attendance - Travel	
223	Human Resource Management	
223T	Human Resource Management - Travel	
224	Meetings	
224T	Meetings - Travel	
500	Other Activity/Effort	
500T	Other Activity/Effort - Travel	↓

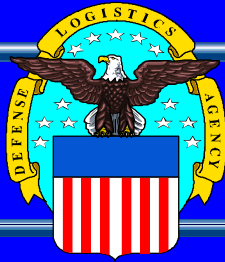
Selected Items:

## Steps to Use:

1. Select:  
*Process,  
Program, or  
Reimbursables*
2. Click "Enable" Box
3. Highlight Desired Code(s)
4. Click on Down Arrow
5. Save

**Palette is Activated  
Immediately**





# Timecard Screen - With Palette

Select Palette

Available Codes

033T	Ar
035	In
035T	In
037	Ar
037T	Ar
038	Pr
038T	Pr
040*	Pr
041	Pr

Selected Items

003	Vol
034	Fi
034T	Fi
036	Tr
036T	Tr

Save

Employee's Information

Emp ID

Name

Date (Fri)

Home Code

Team

Labor Accounting Information

	Process	Program	Work	Reimbursable	Hours	Local	Units Completed	Leave Code	Hours
1	010	003	Voluntary Disclose Proc under PROCAS/Proc Imp Mgt					AL	1
2	011	034	Firm-Fixed-Price, Level of Effort Term Contracts					AB	4
3		036	Firm-Fixed-Price, Level of Effort Term Contracts -Travel						
4		036T	Time-And-Materials and Labor Hour Contracts						
5		All...	Time-And-Materials and Labor Hour Contracts-Travel						
6									
7									
8									
9									
10									

Total: 17 hours

SAVE

EXIT

